

# Consultancy Monitoring Sheet:

*Afghanistan Energy Sector Improvement Program (AESIP)*

<b>Title</b>	Planning and implementation of a workshop series on Training Needs Analysis for Da Afghanistan Breshna Sherkat (DABS)
<b>Date</b>	December 24, 2020
<b>Assignment</b>	
<b>Schedule Baseline</b>	January - December 2020
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<b>Main Activity based on ToR</b>	<b>Sub Activity</b>	<b>Status</b>	<b>Date From - To</b>	<b>Source of Verification</b>
Fact-Finding MEW	Preparation and implementation of fact finding mission in Dubai	completed	January – February 2020	Documents from MEW Report on fact finding mission in Dubai
	Management the transfer from MEW to DAB and reporting	completed	March 2020	Different discussions with GIZ AFG and Germany
Kick-Off	Transfer of the existing TNA training programme into a web-based training programme	completed	April – June 2020	Online offer
	Preparing and uploading training material, e.g. audios of the PPT and videos (mysimpleshow) for kick off in TNA channel in MS teams	completed	July - September 2020	Audio of 13 PPT and 15 videos

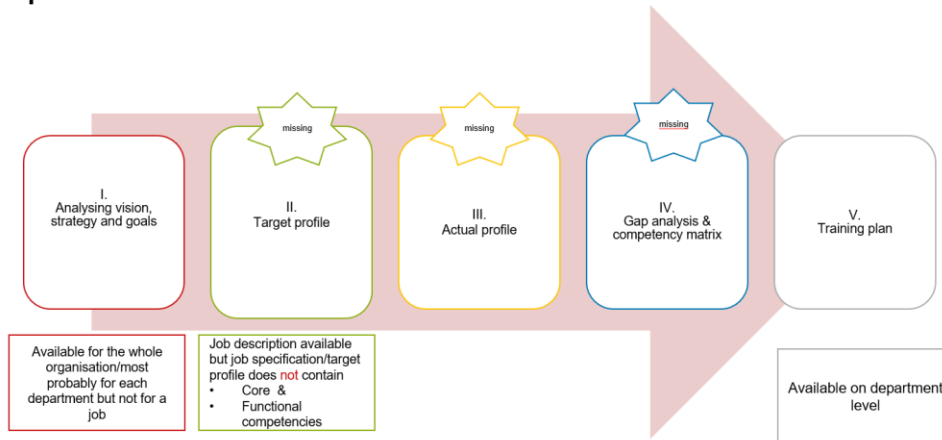
Fact-Finding DABS	Preparation the fact finding questionnaire for DABS	completed	October 2020	Questionnaire
	Distribution of questionnaire to DABS	completed	October 19, 2020	
	Analysis of the delivered answers of DABS	completed	November 13, 2020	File with information
	Online inquiry to clarify open issues via E-mail or Chats	completed	November 14 – 30, 2020	
	MS Teams Meeting with HR staff members to clarify open issues related to the answers	completed	November 30, 2020	Using the gained information in PPT
	Design a two days' pre-kick-off workshop in Dubai	completed	November 2020	Workshop programme
Pre-Kick-off	Rearrange the workshop programme into four modules	completed	December 2020	
	Schedule and implement the four modules with DABS	completed	December 2020	Report
Kick-off training	Design the kick-off training as flipped classroom		December 2020	

## Assessment of the general situation

### Positive Aspects:

- Mr. Karimi is interested in the TNA process and supports the project
- The training and development department are actively involved in the process
- The previous TNA approach shows that DABS already started with the five steps of the TNA approach. Some elements are already available, like core competencies on five levels, but others are missing, like e.g. the analysis of the actual profile of the job incumbents

### Impression after the discussions with HR



### Critical Aspects:

- TNA team member seems to be very involved in their day-to-day tasks and there is a concern that they will not be able to attend the plenary meetings regularly. They might not have enough time to learn online independently, autonomously and self-organized. They cannot spare sufficient time to implement the tasks in the field, like interviewing several job incumbents, analysing data, etc.
- Due to the actual situation it might be difficult to travel outside of Kabul – therefore it might be better to analyse jobs located in Kabul (in and around Headquarters)
- Delay of schedule – There is a fear that the three pilots cannot be carried out in 2021, because based on previous experiences, activities take significantly longer than expected.

### Recommendations

- It would be good to implement workshop on pilot 1 and review workshop pilot 1 and plan for pilot 2 before Ramadan starts (April 12, 2021)
- To organise a face-to-face meeting as soon as possible.

# Process design: Training on TNA methodology for DABS

Ramadan 12.04.-12.05.2021

